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March 18, 2015

**SUBJECT: Letter of Clarification No. 2**

**REFERENCE:** Request for Proposal No. S10-H25308

PUBLIC ADDRESS SYSTEM SERVICES FOR THE HOUSTON AIRPORT  
SYSTEM.

**TO:** All Prospective Proposers:

This Letter of Clarification is issued to provide the following responses to questions received for the referenced RFP for Public Address System Services for HAS:

**Q1. Proposer Question:** "Are there any payment or performance bonds required for the successful Proposer?"

**COH Answer:** "No."

**Q2. Proposer Question:** "Can you make the Excel spreadsheets available for the attachments so that they may be filled in cleanly?"

**COH Answer:** "Excel spreadsheets will not be made available."

**Q3. Proposer Question:** "Please specify the (5) languages requested in the Airport Paging Equipment Standards on page 62, item #9."

**COH Answer:** "Spanish, French, German, Arabic, and Chinese."

**Q4. Proposer Question:** "Please confirm who will supply the Ethernet network at the airports. The discussion at the Pre-Proposal suggested that it would be supplied by HAS, but the RFP requires it to be provided by Proposer (page 65 – item H)."

**COH Answer:** "There is an existing HAS network in place that includes cabling and switches and that should support the scope of work outlined in RFP H25308. However, should the scope of work require additional network switch port capacity, the successful Proposer will provide additional capacity that meets all HAS Standards."

**Council Members:** Brenda Stardig Jerry Davis Ellen R. Cohen Dwight A. Boykins Dave Martin Richard Nguyen Oliver Pennington Edward Gonzalez  
Robert Gallegos Mike Laster Larry V. Green Stephen C. Costello David W. Robinson Michael Kubosh C.O. "Brad" Bradford Jack Christie  
**Controller:** Ronald C. Green

**Q5. Proposer Question:** "Airport Paging Equipment Standards on page 63, item #D specifies a serial bridge interface unit. Please confirm this is for the legacy microphone stations."

**COH Answer:** *"The Serial Bridge Interface listed in the specifications is a device that may be required to interface a new Airport Paging System with components of an existing HAS paging system."*

**Q6. Proposer Question:** "If there are items of equipment that are not specifically on the Exhibit III, Attachment-A, do we add them or just fill in what is on the sheet?"

**COH Answer:** *"For those additional pieces of equipment you wish to provide with unit pricing not already listed, you will create a separate sheet, add the equipment, price it, and attach it to the back of the appropriate page of the affected price list page(s)."*

**Q7. Proposer Question:** "Is there a requirement for a GUI interface that is field programmable? If so, this means that the new equipment will need to be open architecture digital-signal-processing hardware? Please confirm."

**COH Answer:** *"Section 27 51 00 E.3.5.A.9 states that playback announcements can be initiated manually, from a Touch Screen GUI, or approved wireless device. Providing a field programmable GUI as part of a new paging system would simplify the interoperability with the existing Airport Paging System and therefore enhance the system functionality of the equipment being installed under the scope of work. In addition, Section 25 71 00 A.2.2.4 states that equipment used as part of a new or existing Paging System upgrade shall operate on open and unmodified standards based protocols."*

**Q8. Proposer Question:** "When the operating software needs to be updated, does it need to be available on a web site for continual availability on maintenance releases?"

**COH Answer:** *"Firmware and software updates that are available and accessible from a manufacturer's website would expedite maintenance and be considered a benefit to HAS. In addition, this would also demonstrate that the Proposer's solution is operating on open and unmodified standards as stated in Section 25 71 00 A.2.2.4."*

**Q9. Proposer Question:** "If there are licensing fees or fees associated with updates in the future, where would this be included in the spreadsheet pricing for Exhibit III, attachment A?"

**COH Answer:** *"All future licensing and updates should be provided as part of a long-term maintenance agreement."*

**Q10. Proposer Question:** "The standards on page 65 (item J) discusses an RMS server. Is this part of the Proposal? If so, is it to be added to the pricing attachment or is it for future?"

**COH Answer:** *"There are currently RMS1's installed as part of the existing Airport Paging System, and there is no current need for additional units."*

**Q11. Proposer Question:** "Are any sample drawings of previous installation one line diagrams required as part of the RFP for evaluation of the Proposers showing previous airport work quality?"

**COH Answer:** *"Proposers may provide examples of previous airport projects. Such material submitted in addition to the requirements of the RFP should be clearly marked as supplemental information."*

**Q12. Proposer Question:** "Are all components required to be UL rated?"

**COH Answer:** *"All equipment submitted under RFP H25308 must meet or exceed the Airport Paging System Design criterion listed in Section 27 51 00 2.2.A.7."*

**Q13. Proposer Question:** "The specifications require operation in layer 2 and layer 3. If our system does not, will it be a disqualifying event as the airport may route thru layer 3 devices?"

**COH Answer:** *"All equipment submitted under RFP H25308 must meet or exceed the Airport Paging System Design Criterion listed in Section 27 51 00 2.2.A."*

**Q14. Proposer Question:** "Will there be an allowance for cost of living adjustments allowed since this is a multi-year award?"

**COH Answer:** *"All allowances should be provided in your Fee Schedule Form."*

**Q15. Proposer Question:** "Section 2.4 of the bid documents on page (8) indicates trade secrets are to be clearly identified. Will the City accept the private proprietary financial statements of the Proposer to be marked as a 'trade secret'?"

**COH Answer:** *"In your estimation, deem what you believe requires tagging as confidential or trade secret, and stamp those sections accordingly. City's Legal team will then review and make the determination on those respective marked sections as to which sections can be deemed private or available to open records requests."*

**Q16. Proposer Question:** "The documents require that successful Proposer has a Texas driver's license (section 4.12). If we do not live in the State, how does this requirement affect the Proposer? Will a valid out of State license be acceptable?"

**COH Answer:** *"Yes."*

**Q17. Proposer Question:** "Please confirm that the submission of the Proposal is to be (8) copies of the Proposal in one envelope or box, and the price proposal in another envelope or box."

**COH Answer:** "Yes."

**Q18. Proposer Question:** "With regard to minority participation of any form, some of the work, if directed to do it, could be subcontracted to M/WBE firms. This could be wire installation, speaker provision and installation, etc. We are trying to quantify how much of the work could be provided and need to understand the rules a little better. If no other work is provided other than the sound system electronics then the goal is more difficult to achieve without selling the equipment to the M/WBE firm and then re-purchasing it back. Please give some direction."

**COH Answer:** *"HAS OBO cannot direct a prospective prime how to achieve their participation goal."*

**Q19. Proposer Question:** "Is this project exempt from Texas state sales tax?"

**COH Answer:** *"Products incorporated into the Work are exempt from state sales tax according to provisions of the TEX. TAX CODE ANN. CH. 151, Subsection H."*

**Q20. Proposer Question:** "Will this project require the replacement of any existing field devices? If so, what are they and where are they?"

**COH Answer:** *"The successful Proposer will submit a list of any defective or non-functioning field devices to HAS for consideration as part of the request for information post-contract award and inventory."*

**Q21. Proposer Question:** "We understand that the existing IP microphone (MIC) stations are manufactured by IED and may be proprietary to only work with IED head-end components. If we choose to use a different head-end other than IED, are we to assume that the existing mic station will work with a different head-end other than IED?"

**COH Answer:** *"It is the successful Proposer's responsibility to provide and install all necessary equipment required to fulfill the scope of work listed in RFP. This work shall be based upon the Airport Paging System Design criterion listed in Section 27 51 00 2.2.A, and provide the Houston Airport System with a properly interfaced and operating Airport Paging System."*

**Q22. Proposer Question:** "Is there project budget established to replace existing IED IP MIC stations, if required?"

**COH Answer:** *"The successful Proposer will submit a list of any defective or non-functioning field devices to HAS for consideration as part of a request for information post-contract award and inventory."*

**Q23. Proposer Question:** "Can the owner or consultant confirm if the exact type of existing IED MIC stations will work with another manufacture head-end other than IED? If yes, which head-end system has it been witnessed to work with?"

**COH Answer:** *"It is the Proposer's responsibility to fulfill the scope of work listed in 27 51 00 while providing and installing an updated head-end that interfaces properly with the existing Digital Paging Stations and other field devices currently installed as part of any existing HAS paging system."*

**Q24. Proposer Question:** "According to the request for information Attachment 1, Airport Paging System Summary of Work, 27 51 00, Part 2, I, the design package shall include floor plan drawings, reflected ceiling plan (RCP) drawings, and speaker zone drawings. Typically these types of drawings would be used to document the location of microphone stations on the floor plans and speaker locations/zoning on RCP (existing or new). We agree that this level of information is necessary to provide an accurate and comprehensive head-end design. For example to program inputs and outputs associated with MIC stations and output zones and ambient noise sensing, it is absolutely necessary to know the location and zoning of existing field devices. Please confirm that floor plans showing mic stations and RCP showing speakers and speaker zoning are required for the design submittal as part of this project"

**COH Answer:** *"Section 27 51 00 A 2.1 provides a detailed list of all deliverables the successful Proposer shall provide the Houston Airport System as part of their scope of work."*

**Q25. Proposer Question:** "After installation, an as-built package is required that includes full size and half size drawings. Are floor plan drawings and RCP drawings required as part of the as-built submittal? Do the as-built drawings need to show existing and new Paging System components to include existing MIC stations, speaker, and speaker zoning?"

**COH Answer:** *"Section 27 51 00 A 2.1 provides a detailed list of all deliverables the successful Proposer shall provide the Houston Airport System as part of their scope of work."*

**Q26. Proposer Question:** "After installation, an as-built package is required that includes Amplifier Loading Schedule, and Cable Schedules. Are these required for new amplifiers and cabling only, or for both new and existing?"

**COH Answer:** *"Section 27 51 00 A 2.1 provides a detailed list of all deliverables the successful Proposer shall provide the Houston Airport System as part of their scope of work."*

**Q27. Proposer Question:** "According to request for information Attachment 1, Airport Paging System Summary of Work, 27 51 00, Part 2, J, the A/V must coordinate works with Project MEP and Project Architect for Electrical Circuits, Conduits and Boxes, Architectural, Millwork. Is it the Airport's intention that a Project MEP/Architect are included as part of the Proposal submission and a member of the AV Integrator team?"

**COH Answer:** *"Section 27 51 00 A 2.0 J states that the AV Integrator shall provide a complete one-year parts and labor warranty for the work performed as part of Section 27 51 00. The AV Integrator will provide MEP services as required for the identified scope of work. Architectural services are not anticipated to be required."*

**Q28. Proposer Question:** "Based on Texas Engineering Practice Act, any public project in excess of \$20,000 requires a licensed Professional Engineer (P.E.) that involves the design, erection, construction, enlargement, alteration, repair of, or the creation of plans and specs for a building or building system. Is a P.E. required for this project similar to what is required for a traditional design-build project?"

**COH Answer:** *"All Texas state laws and regulations are to be followed."*

**Q29. Proposer Question:** "Will new electrical circuits be required for this work, if new cabinets have to be installed? Will the electrical work have to be permitted by City of Houston?"

**COH Answer:** *"If new electrical circuits or other infrastructural items are required to complete the scope of work, the successful Proposer will submit a list of these requirements to HAS for consideration as part of a request for information post-contract award and inventory."*

**Q30. Proposer Question:** "According to the request for information Attachment 1, Airport Paging System Reference Standards, 27 51 00 C, Part 3, 3.1, A, 10, there is a list of HAS guidelines and standards. After reviewing them, each specification in this list requires that a Registered Communications Distribution Designer (RCDD) is a member of the project team and that they shall review, approve all shop drawings, coordinate drawings, record drawings, cable test results, cable pulling plan, installation plans, and supervise the installation. Can you confirm that an RCDD is required for this project for the above stated tasks during the design and construction?"

**COH Answer:** *"See e-bid uploaded Horizontal Media Infrastructure specification 271500 for RCDD requirements associated with the scope of work defined in REQUEST FOR INFORMATION H25308."*

**Q31. Proposer Question:** "According to the request for information Attachment 1, Airport Paging System Reference Standards, 27 51 00 C, Part 3, 3.1, A,

and reviewing Specification 27 15 00 Horizontal Media Infrastructure, all data cabling must be installed by a certified Commscope/Systimax Premier or Select Business Partner. Can you confirm that this certification is required?"

**COH Answer:** *"See e-bid uploaded Horizontal Media Infrastructure specification 271500 for RCDD requirements associated with the scope of work defined in REQUEST FOR INFORMATION H25308."*

**Q32. Proposer Question:** "According to the REQUEST FOR INFORMATION Attachment 1, Airport Paging System Summary of Work, 27 51 00, Part 2, I, the design schedule call for SD 45 days, 50% CD 30 days, 95% CD 30 days, 100% CD 15 days for a total of 120 days. Is this calendar days or work days?"

**COH Answer:** *"The deliverables listed in Section 27 51 00 A 2.0.1 are calendar days."*

**Q33. Proposer Question:** "Is there a schedule established for the construction period?"

**COH Answer:** *"The successful Proposer will coordinate the installation schedule with the Houston Airport System Project Manager. HAS anticipates a Design and Construction schedule not to exceed a period of 12 months from contract award."*

**Q34. Proposer Question:** "Is there any penalty for finishing late?"

**COH Answer:** *"To be determined during contract negotiation with selected Proposer."*

**Q35. Proposer Question:** "Are there any incentives for finishing early?"

**COH Answer:** *"To be determined during contract negotiation with selected Proposer."*

**Q36. Proposer Question:** "Can we use existing HAS network switches for audio routing? If there are 4 available ports on a network switch and we need 4 ports, do we have to provide a new network switch?"

**COH Answer:** *"The successful Proposer will submit a list of any additional network port requirements to HAS for consideration as part of a request for information post-contract award and inventory."*

**Q37. Proposer Question:** "In the REQUEST FOR INFORMATION Exhibit III (Attachment A) Paging System Pricing Forms there is an equipment pricing sheet for HOU, IAH Terminal D, E, FIS. During the site visit we saw head-end equipment at IAH Terminal A and we know there is also head-end equipment at Terminal B and C. Are we to only price equipment that is on the pricing forms? [Our concern is that if we provide a price to replace the other equipment not listed, and that we meet the technical requirements of the REQUEST FOR

INFORMATION, our price will appear extremely higher than the other Proposers not aware of the other equipment.]”

**COH Answer:** *“The equipment listed in the EXHIBIT III (ATTACHMENT A) is an estimate of the equipment required to fabricate a new head-end for the terminal listed on the form. The equipment viewed during the site visit to IAH Terminal-A is being replaced.”*

**Q38. Proposer Question:** “The request for information requires a Paging System Design with deliverables at SD, 50%, 95%, 100% milestones. However there does not appear to be a line item for this scope and the pricing forms appear to be for materials and labor only. Where do we provide a price for the design?”

**COH Answer:** *“Proposers are to provide itemized pricing on all cost elements for all services including design, mobilization, installation, commissioning, and long term maintenance support. Include with itemized equipment pricing on separate sheet.”*

**Q39. Proposer Question:** “Where do we submit pricing for project management, overhead, acceptance testing, procurement, as there does not appear to be a line item for this scope and the pricing forms appear to be for materials and labor only? Where do we provide a price for those services?”

**COH Answer:** *“Proposers are to provide itemized pricing on all cost elements for all services including design, mobilization, installation, commissioning, and long term maintenance support. Include with itemized equipment pricing on separate sheet.”*

**Q40. Proposer Question:** “As we read the request for information in more detail additional questions are coming up and we may need more time to ask the proper questions in an effort to provide a better response to the REQUEST FOR INFORMATION. Can we have an extension to ask more questions?”

**COH Answer:** *“Proposals are due (April 2, 2015).”*

**Q41. Proposer Question:** “Can a prime Contractor meet the M/WBE goal?”

**COH Answer:** *“Only if that prime contractor is currently certified as an M/WBE, and is part of an approved joint venture. That approval must come from Director Carlecia Wright of the COH OBO office. Additionally, the certified prime must also be performing a commercially useful function on that project.”*

**Q42. Proposer Question:** “Can a company submit a Proposal as a prime and also be a subcontractor to someone else?”

**COH Answer:** *“Yes.”*



**Q43. Proposer Question:** "Can a subcontractor be on multiple teams?"

**COH Answer:** "Yes."

**Q44. Proposer Question:** "Will the selected vendor contract with and directly report to the airport, or will a third party be utilized to manage the contract on behalf of the airport?"

**COH Answer:** "Resulting contract will be directly with COH/HAS."

**Q45. Proposer Question:** "What type of contracting vehicle will be issued by HAS to trigger the Notice to Proceed (NTP)?"

**COH Answer:** "Once City Council approves the award, the Proposer will be sent a NTP with the fully-executed contract."

**Q46. Proposer Question:** "Will the contractor be managed by a construction management company or any other implementation manager with authority over the project?"

**COH Answer:** "To be determined."

**Q47. Proposer Question:** "Will the airport be utilizing in-house resources for reviews of submittals, test plans, and other oversight activity or will outside resources be utilized?"

**COH Answer:** "To be determined."

**Q48. Proposer Question:** "Is the contractor required to have full-time on-site supervision of subcontractor during deployment?"

**COH Answer:** "Yes."

**Q49. Proposer Question:** "Terms and Conditions -- Can limited liability language be added to the contract (by the vendor or the airport) limiting preclusion of consequential damages and placing a performance liability limit to the value of the contract? NOTE: This is exclusive of insurance or identification."

**COH Answer:** "To be determined during contract negotiation with selected Proposer."

**Q50. Proposer Question:** "Section 27 52 00, Item 2.2.A.5 (page 40) / Section 27 52 00E, Item 3.5.B. Typical latency for several audio protocols is 5 millisecond or less. Would these be acceptable?"

**COH Answer:** "As stated in Section 27 51 00 2.2.A.5, the maximum total system latency for an HAS networked paging system is 3.5 milliseconds."

**Q51. Proposer Question:** "Section 27 51 00, Item 2.2.A.8/Item 2.2.A.10 (page 40). Please provide specific details about the existing paging stations including the make, model, location and counts."

**COH Answer:** *"The existing inventory of all HAS paging system equipment is listed on page 73 of request for information."*

**Q52. Proposer Question:** "Section 27 51 00 Item 2.2.A.10 (page 40). Due to uniqueness in various systems, please confirm that we may offer alternative equipment with proper justification."

**COH Answer:** *"Any networked based head-end solution being offered as part of a response to request for information must meet or exceed the HAS Airport Paging System Design Criterion listed in Section 27 51 00.2.2.A. The minimum performance standards for specific equipment types can be found in 27 51 00.3.3.1 Equipment."*

**Q53. Proposer Question:** "Section 27 51 00, Item 2.6 (page 41), please confirm acceptance testing is only for new equipment."

**COH Answer:** *"Section 27 51 00 2.6.A clearly states that acceptance testing of the Integrator's installation is to ensure the Proposers Airport Paging System solution is in full compliance with specifications included in the request for information."*

**Q54. Proposer Question:** "Section 27 51 00B Item 3.1.A.6 (page 43), please confirm it is acceptable to have a Cisco Certified Network Associate on our team, not necessarily employed by the prime contractor, for the duration of the project."

**COH Answer:** *"Proposers are to provide itemized pricing on all cost elements for all services including design, mobilization, installation, commissioning, and long term maintenance support. Include with itemized equipment pricing on separate sheet."*

**Q55. Proposer Question:** "Section 27 51 00B Item 3.1.A.7 (page 43). Please confirm it is acceptable to have a Certified Network Professional on our team, not necessarily employed by the prime contractor, for the duration of the project."

**COH Answer:** *"Proposers are to provide itemized pricing on all cost elements for all services including design, mobilization, installation, commissioning, and long term maintenance support. Include with P itemized equipment pricing on separate sheet."*

**Q56. Proposer Question:** "Section 27 51 00E, Item 3.5.C -- Due to uniqueness in various systems, please confirm that we may offer alternative equipment with proper justification."

**COH Answer:** *"Any networked based head-end solution being offered as part of a response to request for information must meet or exceed the*

*HAS Airport Paging System Design criterion listed in Section 27 51 00.2.2.A. The minimum performance standards for specific equipment types can be found in 27 51 00.3.3.1 Equipment."*

**Q57. Proposer Question:** "Section 27 51 00E Item 3.5.A.1 (page 57) Can the system head end be virtualized? If so, does the airport have a virtual environment it can be installed in, and can additional details be provided?"

**COH Answer:** *"The system head-end may be virtualized. HAS will not provide the virtual environment."*

**Q58. Proposer Question:** "Section 27 51 00E, Item 3.5.5 Due to uniqueness in various systems, please confirm that we may offer alternative equipment with proper justification."

**COH Answer:** *"Any networked based head-end solution being offered as part of a response to request for information must meet or exceed the HAS Airport Paging System Design Criterion listed in Section 27 51 00.2.2.A. The minimum performance standards for specific equipment types can be found in Section 27 51 00.3.3.1 Equipment."*

**Q59. Proposer Question:** "Compliance Matrix: Some areas of the matrix seem to be more Not Applicable (N/A) or Yes/No responses than compliant/not compliant. For example, Item 1.03 "Has the company had an OSHA violation within the past 12 months?" What answer would we use if we have NOT had a violation? Can other areas in the matrix that are similar to this example be filled in with a different designation (yes/no for example?)?"

**COH Answer:** *"Proposer may provide additional clarification for answers to questions for the compliance matrix as identified in the request for information."*

**Q60. Proposer Question:** "Pricing Form: Is it acceptable to modify the descriptions on the pricing form to more accurately reflect our product and solution? For example, we may have a piece of hardware that does not fit into a listed description. Is it preferred that we put the device in another line item or add a line to the form to show it clearly?"

**COH Answer:** *"It is the successful Proposer's responsibility to provide and install all necessary equipment required to fulfill the scope of work listed in request for information. This work shall be based upon the Airport Paging System Design criterion listed in 27 51 00 2.2.A, and provide the Houston Airport System with a properly interfaced and operating Airport Paging System. The Paging System Pricing Forms attached as part of EXHIBIT III (ATTACHMENT A) include open lines for additional devices or services the proposer feels are required to complete the scope of work listed by terminal."*

March 18, 2015

When issued, Letter(s) of Clarification shall automatically become a part of the proposal documents, and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. It is the responsibility of the Proposer to ensure that they have obtained any such previous Letter(s) associated with this solicitation. By submitting a response on this Proposal, Proposers shall be deemed to have received all Letter(s) of Clarification and have them incorporated into this Proposal.

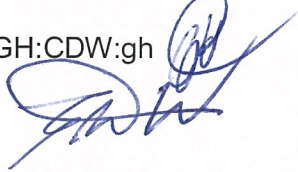
If you should have any questions or if further clarification is needed regarding this Proposal, please contact Greg Hubbard at [greg.hubbard@houstontx.gov](mailto:greg.hubbard@houstontx.gov), or at 832.393.8748.

Sincerely,

*Greg Hubbard*

Greg Hubbard  
Senior Procurement Specialist  
City of Houston, TX  
Phone: 832.393.8748

GH:CDW:gh

A handwritten signature in blue ink, appearing to be "GH", is written over the typed name "Greg Hubbard" and the typed initials "GH:CDW:gh".